

## **PERSONNEL STRUCTURE**

**0642**

(September 1991)

The Incident Command System (ICS) provides only part of the organizational structure and titles for the information function. To address this situation CAL FIRE will use the following organizational structure and titles based on ICS, I-403 (Information Officer training course), and departmental needs.

Training for information personnel is addressed in [Section 0643](#) Training. Listed below are the titles used by CAL FIRE. The use of these positions is dependent on the size of the incident.

### **DEPARTMENT INFORMATION OFFICER**

**0642.1**

(September 1991)

The Department Information Officer oversees the organization and dissemination of information from the Sacramento Headquarters and supervises the CALMAC operation which is staffed according to ICS guidelines (see [Section 0652.5](#) California Multi-agency Command and the CALMAC Operational Guide).

### **REGION INFORMATION OFFICER**

**0642.2**

(September 1991)

The Region Information Officer supervises the Region Multi-agency Command (REMAC) information operation (see [Section 0652.6](#) Region Multi-agency Command).

### **UNIT INFORMATION OFFICER**

**0642.3**

(September 1991)

The Unit Information Officer is responsible for incident information in the initial stages of the incident's duration. If an Incident Management Team (IMT) is activated, the Unit Information Officer will be integrated into the incident information system. It is recommended that the Unit Information Officer be used in and maintain a position of contact with his or her local media and agencies.

## **INCIDENT INFORMATION OFFICER**

**0642.4**

(September 1991)

The Incident Information Officer (IIO) directs the overall incident information function and addresses Incident Commander information concerns. The Incident Information Officer handles multi-branch incidents and manages information activities in complex situations, often near large population centers, with important public, political, and media interests involving many agencies. The Incident Information Officer leads the team, which includes the Incident Center Manager and the Information Field Manager.

As a member of the Incident Management Team, the Incident Information Officer makes the necessary contacts to obtain and confirm information prior to release. The IIO or designee shall attend all briefings and planning meetings and releases information obtained only with the Incident Commander's approval.

## **INFORMATION CENTER MANAGER**

**0642.5**

(September 1991)

The Information Center Manager (ICM) directs information dissemination from the Incident Information Center (see [Section 0650](#) Information Centers and Information Specialists. An Information Center Manager can establish an Incident Information Center for a large, complex, or multi-agency incident, Community Information Center, Satellite Information Center, or Evacuation Information Center.

## **INFORMATION FIELD MANAGER**

**0642.6**

(September 1991)

The Information Field Manager (IFM) supervises the field information function and is responsible for all media escorts, on-site media contacts, and gathering information for the Incident Information Center. The Information Field Manager establishes the field information operations for complex or multi-agency incidents.

## **ASSISTANT INFORMATION OFFICER**

**0642.7**

(September 1991)

The Assistant Information Officer (AIO) escorts the media, gathers information, trains and supervises Information Specialists and trainees, prepares information displays (bulletin boards, kiosks, etc.), and writes base and community newsletters.

## **INFORMATION SPECIALIST**

**0642.8**

(September 1991)

The Information Specialist (IFS) is an entry or support level worker whose duties include: telephone operator, runner, clerical, and computer/DG (Data General) operator.

## **TECHNICAL SPECIALIST**

**0642.9**

(September 1991)

When an incident threatens to involve a special interest or resource area, CAL FIRE obtains a knowledgeable consultant. This Technical Specialist should represent the agency involved and should have technical knowledge concerning the significance of the incident and control effort.

When arranging for a specialist to appear at an incident, the Information Center Manager should anticipate public concern and media interest by preparing an official statement.

Information personnel should direct special attention to fish and game reserves, domestic watersheds, military reservations, resource study areas, forest rehabilitation, planting zones, damage assessments, and resource improvement.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)